

Quick Reference Tip Sheet

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information		
Viewing/Reopening an Interpreter Invoice	Invoices that you have saved and/or submitted are stored on the Self-Service Home page in GEARS. Retrieve and view invoices to: 1. Continue editing an Invoice that has not been submitted 2. View the status of a submitted Invoice 3. Reopen a denied invoice For more information about entering Interpreter Invoices, please refer to the Creating an Interpreter Invoice tip sheet.		

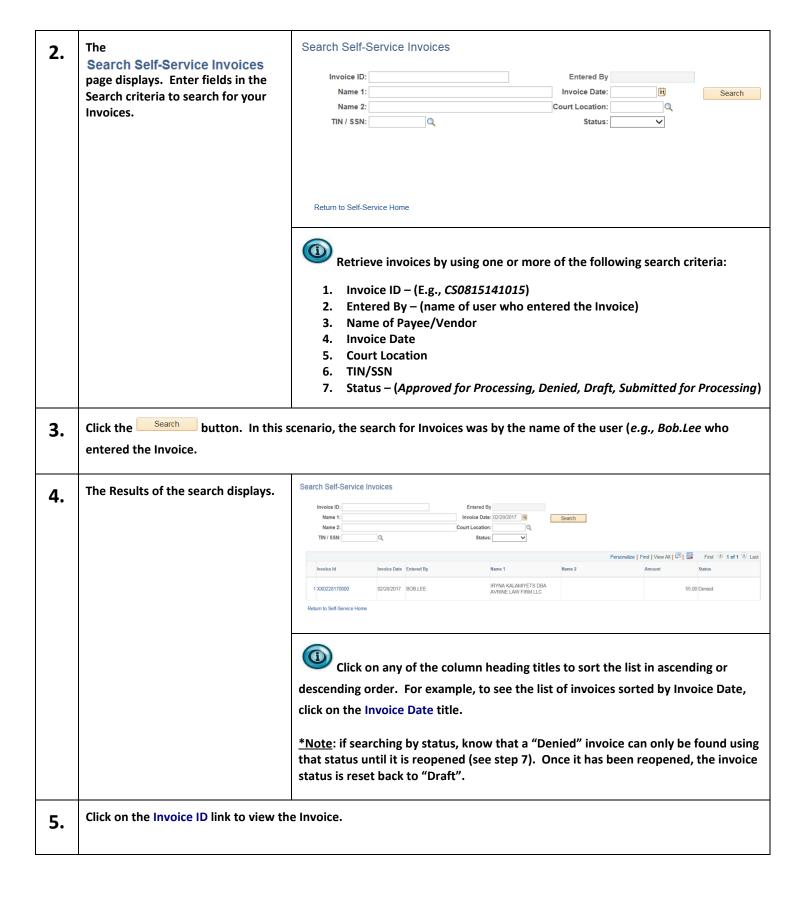
GEARS Navigation

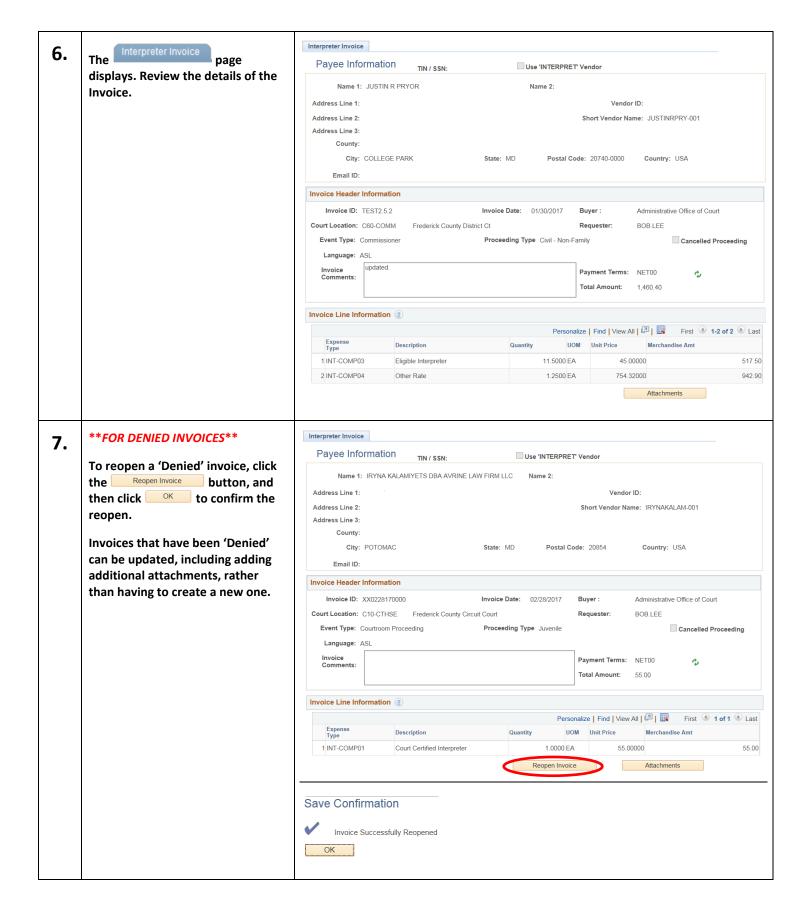
Main Menu > AOC Self Service > Interpreters & Jurors	Favorites •	Main Menu ▼	> AOC Self Service ▼ > AOC Interpreters & Jurors

1.0 Process

This document is intended to provide a quick reference to viewing/reopening Self-Service Interpreter Invoices in GEARS.

STEP	ACTION	DETAILS
1.	AOC Self-Service Invoices On the Invoice Actions page, click the "View Invoices" link.	AOC Self-Service Invoices Invoice Actions Create Interpreter Invoice Create Juror Invoice View Invoices

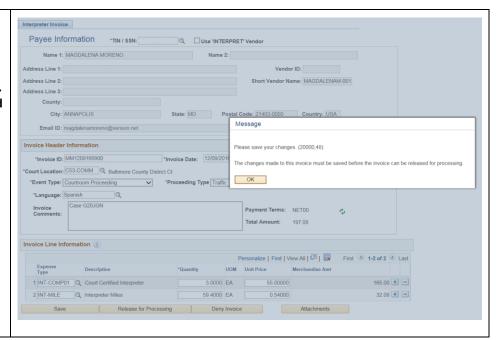




8.

FOR APPROVERS ONLY

When making edits to an Invoice, you must 'Save' your changes first before you 'Release for Processing'. If you make edits to the Invoice and attempt to 'Release for Processing' without first saving, an error message will appear. To correct, click the OK button to return to the Interpreter Invoice page. Then, click the Save button and lastly, click the Release for Processing button.





End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.